

2 January 1947

MEMORANDUM FOR: CHIEF, [REDACTED] SERVICES DIVISION

STATINTL

SUBJECT: Delegation of Authority to Sign Purchase Orders.

By virtue of the authority granted to me by the Director, Central Intelligence Group, in a memorandum dated 6 September 1946, I hereby authorize the Chief, [REDACTED] Services Division, to enter into and sign contracts on behalf of the Government in accordance with existing law and regulations. The authority delegated herein is limited to the execution of unnumbered contracts where payment for materials, purchases, and/or services rendered is to be made in a single remittance and the amount involved is less than \$2,000.

STATINTL

25X1A9A

[REDACTED]  
Colonel, AGO  
Executive for Personnel  
and Administration

cc: [REDACTED]

25X1A9A

JSW/gf

25X1

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**MEMORANDUM**

23 December 1946

TO: [REDACTED]  
Office of General Counsel

FROM: Ass't. Chief, Services Division

SUBJECT: Authority to sign Purchase Orders

25X1A9A

1. Reference is made to memorandum of 6 September 1946, wherein the Executive for Personnel and Administration was granted the authority, with the power of successive redelegation where appropriate, to enter into and sign contracts on behalf of the Government in accordance with existing law and regulations. Government regulations require all procurement transactions involving sums in excess of \$100.00 but less than \$2,000.00, involving a single remittance, to be supported by an unnumbered contract.

2. Due to the volume of Purchase Orders in excess of \$100.00, it is hereby requested, for the purpose of administrative efficiency, that the Chief, [redacted] Services Division, be authorized to enter into and sign contracts where payment for materials, purchases, and/or services rendered is to be made in a single remittance and the amount involved is less than \$2,000.00.

3. You will note this authority is by definition restricted to unnumbered contracts.

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### ANSWER

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MEMORANDUM

23 December 1946

TO: [REDACTED] 25X1A9A  
OFFICE OF GENERAL COUNSEL

FROM: Ass't. Chief, Services Division

SUBJECT: Authority to sign Purchase Orders

1. Reference is made to memorandum of 6 September 1946, wherein the Executive for Personnel and Administration was granted the authority, with the power of successive redelegation where appropriate, to enter into and sign contracts on behalf of the Government in accordance with existing law and regulations. Government regulations require all procurement transactions involving sums in excess of \$100.00 but less than \$2,000.00, involving a single remittance, to be supported by an unnumbered contract.

2. Due to the volume of Purchase Orders in excess of \$100.00, it is hereby requested, for the purpose of administrative efficiency, that the Chief, [REDACTED] Services Division, be authorized to enter into and sign contracts where payment for materials, purchases, and/or services rendered is to be made in a single remittance and the amount involved is less than \$2,000.00.

3. You will note this authority is by definition restricted to unnumbered contracts.

STATINTL

[REDACTED] 25X1A9A

25X1A9A

cc [REDACTED]  
cc [REDACTED]  
cc Stayback (2)

MEMORANDUM

24 April 1947

TO: Executive for Personnel &  
Administration Branch  
FROM: Acting Chief, Services Division

1. In the past months, Services Division has been conducted more or less on the basis of individual management, as a result of which certain observations have been made and are presented herewith.

(a) The duties of the Chief, Services Division, frequently require absence from the office for the purpose of attending meetings, conferences, entering into discussions with other Division Chiefs and Offices of CIG and further, making contacts and entering into discussions with outside Agencies.

(b) Recently it has been necessary for the present incumbent to absent himself from the city for the purpose of giving administrative support to other office of CIG in their activation program.

2. The above factors have at times made difficult an uninterrupted flow of work and constancy of direction, and also has required innumerable briefings, not only on the part of personnel of Services but also upon the offices involved.

3. In order to enable this office to operate with greater effectiveness and to increase the service being rendered to other Office of CIG, it is the recommendation of the undersigned that [redacted] be formally recognised and designated as the Acting Assistant Chief, Services Division.

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*be delegated  
of authority for  
of reply & approval.* [redacted]

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